WFDSS steps for fires that require a decision

For fires that escape initial attack and fires that will be managed for multiple objectives.

This document is a guide for the steps required to complete a decision NOT a comprehensive how-to.

Table of Contents

Identifies elements that are required before a decision can be submitted for review/approval

Dispatcher Role

There are two ways to enter incidents into WFDSS.

1. Intelligence tab

i. Push fire symbol button

ii. Enter the incident name

iii. Enter lat/long in decimal degrees OR click on fire's location on map

iv. Push **Next**

v. Enter Unique Fire Identifier (can be entered later)

vi. Enter Fire Code (can be entered later)

vii. Double check Unit Name

viii. Enter Incident Size

ix. Click radio button next to Incident Cause

x. Change Incident Start Date – needs to be actual start date, not date WFDSS started

xi. Double check Affected Jurisdictions

xii. Click radio button next to "LANDFIRE Rapid Refresh" in Landscape Data Source box

xiii. Push **Create**

2. Information tab

i. Enter the incident name

ii. Enter lat/long in either decimal degrees or degrees/minutes/seconds

iii. Enter Unique Fire Identifier (can be entered later)

iv. Enter Fire Code (can be entered later)

v. Double check Unit Name

vi. Enter Incident Size

vii. Click radio button next to Incident Cause

viii. Change Incident Start Date – needs to be actual start date, not date WFDSS started

ix. Double check Affected Jurisdictions

x. Click radio button next to "LANDFIRE Rapid Refresh" in Landscape Data Source box

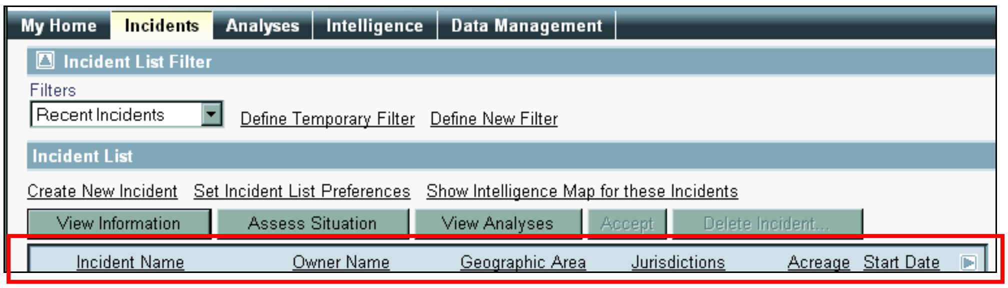
xi. Push **Create**

Author/Owner/Editor Role

Incidents tab

1. Navigate to incident: the list defaults to incidents started in the last 30 days.

   i. You can sort the list by incident name, owner name, geographic area, jurisdiction, acreage, or start date by clicking on the column name. You can also define filters to speed up finding your incident.



   ii. Temporary filters will last the length of the WFDSS session

      a. Click <u>Define Temporary Filter</u>

      b. Click blue arrows to expand filter categories

      c. Set filter parameters

      d. Date filters: start, contain, control, out

      e. Other filters: incident privileges, unit ID, GACC, jurisdiction, decision status or national significance

      f. Incident authors

      g. Incident names

      h. Click **Apply**

   iii. Filters remain stored in your profile

      a. Click <u>Define New Filter</u>

      b. Click blue arrows to expand filter categories

      c. Set filter parameters – same as for temporary filter

      d. Click **Apply**

2. Click radio button to left of incident name

3. Click **View information**

Incident Information tab

1. Click **Accept ownership** button (top right hand side, above longitude). This is only necessary for incidents created by Dispatch.

2. Set **Incident Privileges** (left hand menu under **Information**)

    i. Filter by name, GACC and/or agency to select Incident Editors, Reviewers and Approvers

    ii. At least one Approver is required

    iii. Check box under appropriate role

    iv. Click **Save**

    v. Click **Return** to get back to main Incident Information page

3. People who would like to see the planning area, incident objectives and requirements, and course of action while the decision is being created need to have **author privileges and be owners** (see **To create Group Ownership** below). Editor or reviewer incident privileges are not enough.

To create Group Ownership

1. Go to **My Home** tab
2. Click on **Address Book**
3. Check box next to users to whom you want to be able to transfer ownership
4. When all are selected, type a name into blank under **Group Name**
5. Click **Create Group**
6. Select **My address book** from address book drop down (top left corner of page)
7. New group should appear in list
    a. Click on group name in User Name column to see group members
    b. Click on group name in Email address column to send email to all members
8. Navigate back to **Incident Information**
9. Click **Transfer Ownership**
10. Select **My address book** from top Address Book drop-down list
11. Click radio button next to group name
12. Click **Transfer Ownership** at bottom
13. All members of the group will get an email letting them know that ownership of the incident has been transferred to them.

Situation tab

1. Create planning area polygon

   i. Expand "Incident" list under **Map** tab (left side of screen)

   ii. Click the green "Plus" sign next to "Planning Areas"

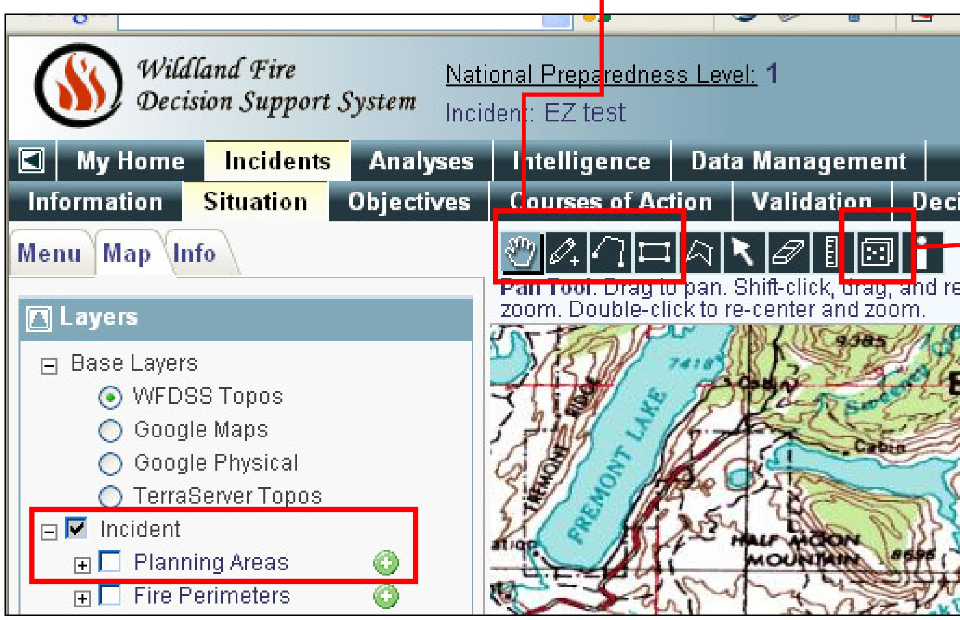
   iii. Select the rectangle or polygon tool

   iv. Draw a polygon for the planning area

   v. Click **Save**

Strategic direction and management requirements for the FMUs within the planning area will be brought in automatically

Drawing tools, from left to right: point, line, rectangle, polygon



Extent tool

2. Other geographic features you can draw in on the **Situation tab**: All are drawn and saved the same way as planning areas.

   i. Fire perimeter

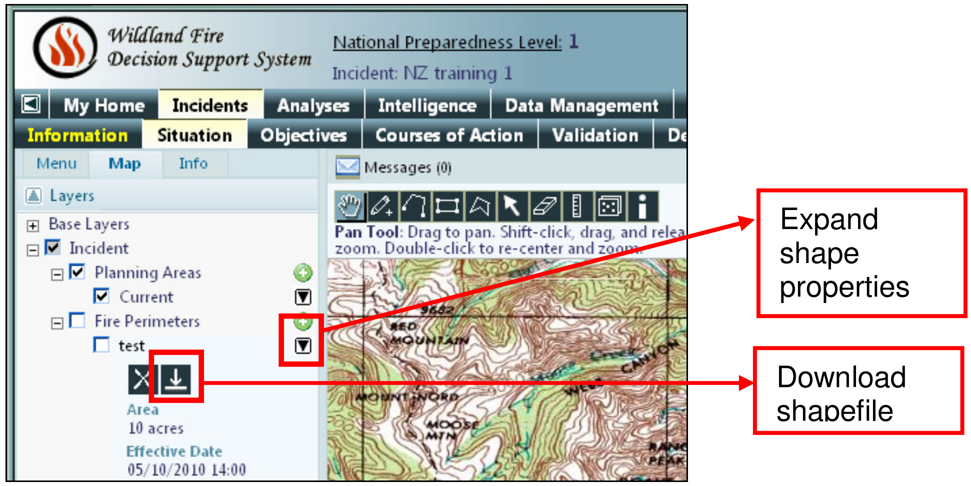
   ii. Fire barrier

   iii. Landscape mask (will change fuel model within mask area)

   iv. Points of interest

   v. Management action point

vi. You can download these shapefiles by clicking the black arrow to the right of the shape name to show the shape properties. Once the shape properties are visible, click the arrow pointing down.



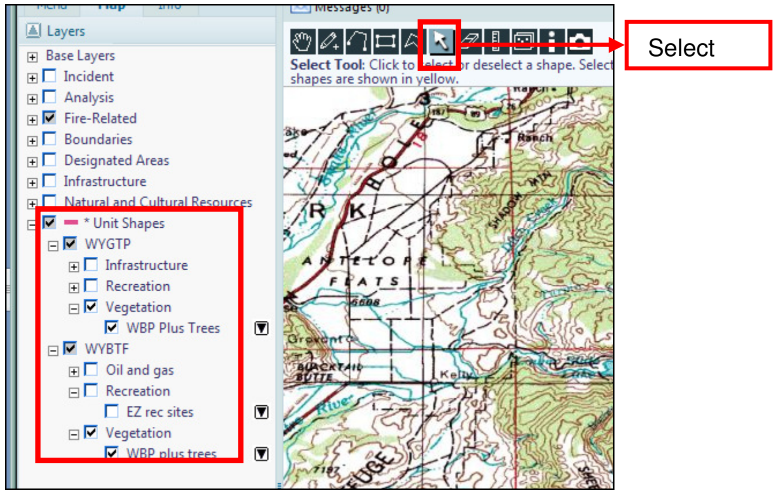
You can upload shapefiles for the fire perimeter, analysis ignition, barriers, landscape mask, and management action points under the Shape Upload section of the main menu. **All shapefiles must be polygons and have a projection**. Create a zip file for the four shapefile parts (.shp, .dbf, .prj, .shx) to load into WFDSS.

To convert a Unit Shape to an Objective Shape

From the Situation page:

1. Expand “Unit Shapes” in the Map Layers table of contents and click the check box next to the ones you want to display. All Unit Shapes are symbolized in pink.

2. Click on the “Select” tool

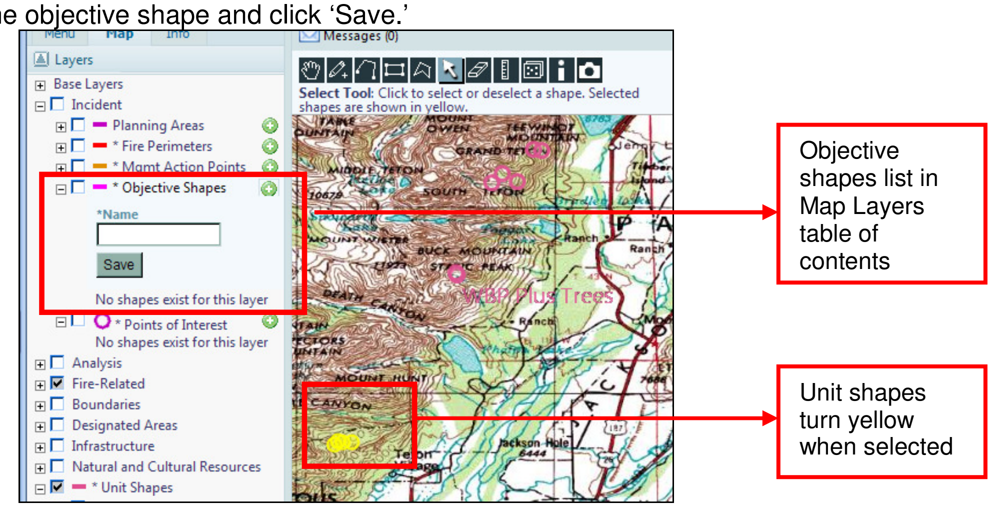


3. On the map, click on the unit shape you want to convert to an objective. It will turn yellow when selected.

4. Expand “Incident” in the Map Layers table of contents.

5. Click the green ‘plus’ sign to the right of “Objective Shapes”

6. Type in the name for the objective shape and click ‘Save.’



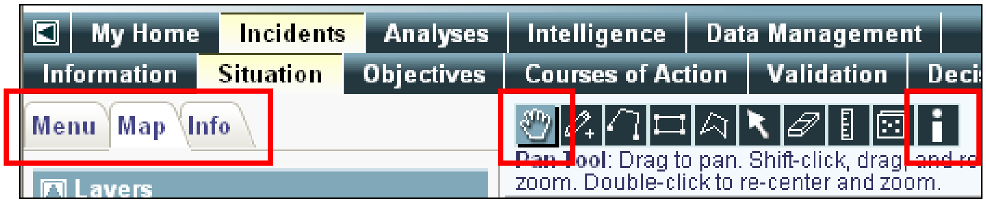
7. A new window will open and you will have the option to <u>Create Incident Objective</u> or <u>Create Incident Requirement</u>. Click on the one you want and a text box will open. Add text and click “Save.”

➡ This is a great place for cut-and-paste from the pick lists!

8. You may include several narrative objectives or requirements for one Objective Shape. Click “Return” when finished adding objectives.

9. Click “Save Shape Association(s).” The incident objectives and requirements just created will show up with the other ones on the “Objectives” tab.

3. Additional tips for the **Situation tab:**



i. **Zooming**: select the pan tool (looks like a hand), then hold the shift key while you draw a box around the area you want to zoom in on with your mouse.

ii. The **Identify tool** (‘i’ button on tool bar above map).

Clicking this button and then clicking on a position on the map will bring up the position’s lat/long, LANDFIRE landscape characteristics and allow pulling the weather forecast, ERC-G chart and FMU strategic objectives for the point (all visible on **Info** tab)

iii. **Menu tab**

Shows the left-hand menu that accesses the FMU list, relative risk, shape and image upload, and incident privileges functions.

iv. **Map tab**

Clicking the “**+**” on the left side of the group layer names expands the options; clicking in the box next to the individual layer name turns the layer on.

v. **Info tab –** Map image capture

As long as “WFDSS topos” is the selected base layer on the **Map** tab you can capture the map showing on the situation tab, including the short term or basic fire behavior analysis results. Only WFDSS topos will work because of copyright issues with Google backgrounds.

a. Enter a name for the image and a description

b. Click **Capture Image**

c. Where does the image go??

   i. Click **Reports** tab

   ii. Click View Full Report

   iii. Expand incident folder in table of contents on left, keep expanding folders until you get to **Images** and your map

   iv. Click on the map name

***To create Management Action Points*:**

From the Situation tab (easiest way for spatial M.A.P.s):

1. Expand “Incidents” list in table of contents
2. Draw point, line or polygon as you would for planning area
3. Click green plus sign next to Management Action Point in table of contents
4. Enter a name for the MAP and click **Save**
5. List of MAPs will open in a new window
6. Click **Create M.A.P**
7. Text editor will open; fill in text boxes. “Condition” and “Action” are required, “Estimated Cost” and “Resources” are not
8. Note: the dropdown menu under “Associated Shape” should show the one you just created
9. Click **Save**

From the Menu:

1. Click **Mgmt Action Points**
2. Click <u>Create Management Action Point</u>
3. Text editor will open; fill in text boxes. “Condition” and “Action” are required, “Estimated Cost” and “Resources” are not
4. Note: the dropdown menu under “Associated Shape” will show “<None>”. Either select a shapefile you have already created or uploaded or you will be able to edit this later.
5. Click **Save**

Objectives tab

At least one FMU is required. FMUs will come in automatically with the Planning Area shapefile.

1. To add FMUs for units without FMU shapefiles loaded, units outside Planning Area or to add Park-wide (GTP) or Forest-wide or DFC direction (BTF):

- **i.** Click **FMU List** from the Menu on the left
- **ii.** Select the Geographic Area, Agency and Unit so FMU list populates. You can pick FMUs for agencies in other GACCs.
- **iii.** Select FMU (at least one required for all fires) and DFC (for resource benefit/multiple objective fires)
- **iv.** Click **Add FMU to Incident FMUs**
- **v.** Click **Return**

2. Bring in strategic objectives, management requirements and create incident objectives and requirements.

- **i.** Strategic objectives and management requirements will populate automatically based on FMUs in the planning area if the FMU shapefile was loaded (BTF and GTP FMUs are loaded) or if FMUs were selected from the FMU list
- **ii.** Click <u>Create Incident Objectives</u>
- **iii.** Type in objectives
- **iv.** Click **Save**
- **v.** Click **Return** when ready to go back to the main screen
- **vi.** Click <u>Create Incident Requirement</u>
- **vii.** Type in requirements
- **viii.** Click **Save** then **Return**

To use pick list (under WFDSS/KDL link on TIDC website and on external hard drives)**:**

- i. Open pick list and navigate to objective/requirement you want to include
- ii. Select text and copy (right click, copy or Ctrl + C)
- iii. In WFDSS, click <u>Create Incident Objective</u> or <u>Create Incident Requirement</u>
- iv. Click "Paste from Word" button:

v. Click inside box that opens then paste (right click, paste or Ctrl +V)

vi. Click **Save**

vii. Click **Return** when you're done to go back to the list of objectives and requirements.

Courses of Action tab

1. Provide cost estimate

   i. Enter an estimated cost

   ii. Check box next to method used to estimate

   iii. Note: cost estimator spreadsheet is the same as the one from WFSA

   The TIDC website has historic costs, local resource costs, and a link to the WFDSS cost estimator under the "**WFDSS/KDL**" tab

   iv. Click **Save Cost**

2. Enter strategic direction (course of action) for the fire

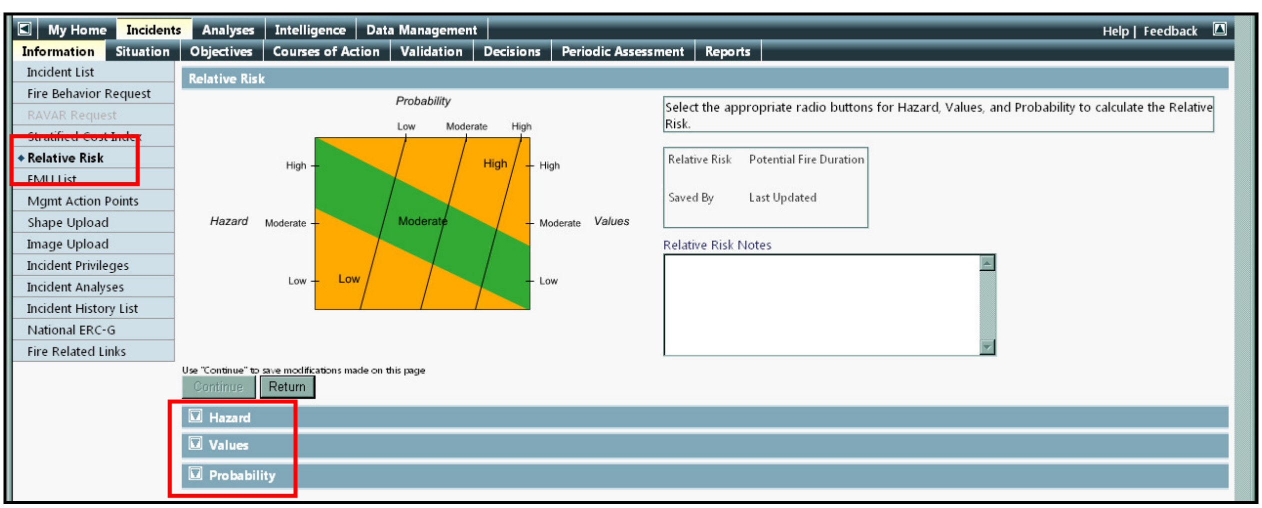
   i. Create Strategic Direction (directly below cost estimate box)

   ii. Click **Save**

   iii. Mark radio button next to created direction and click **Include**

   iv. You can either **Delete, Edit,** or **Exclude** the two canned courses of action, "Follow the pre-planned response" and "Monitor the incident"

3. Complete relative risk assessment



   i. Click **Relative Risk** from left-hand menu

ii. Expand blue down arrows left of Hazard, Values, and Probability

iii. Click radio button next to appropriate rating and include a justification

iv. Click **Continue** when completed

v. Summary relative risk chart will show, check potential fire duration and adjust if necessary, click **Continue**

vi. Relative risk advice table will show; type in any additional notes in text box

vii. Click **Save**

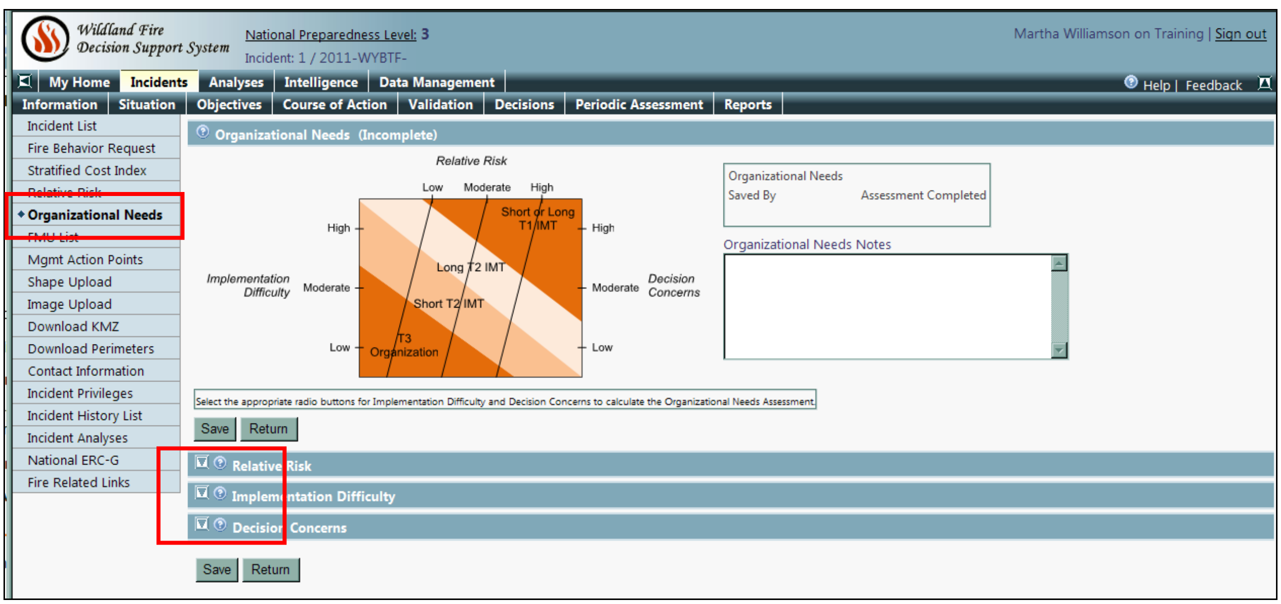
The **Course of Action** tab is the place to document:

- What the actions on the fire will be
  - Monitor, patrol, suppress, herd, etc
- How cost was estimated
- If there are enough resources available for the course of action
- If a cost share agreement is necessary
- If unified command is necessary
- If any air quality-related notifications need to be made
- If any specific public information strategies need to be followed

4. Organizational Needs Assessment: Will pull in the relative risk and potential fire duration from the completed relative risk assessment.

i. Click **Organizational Needs** from left-hand menu

ii. Expand blue down arrows left of Relative Risk, Implementation Difficulty, and Decision Concerns



iii. Click radio button next to appropriate rating and include a justification

iv. Click **Continue** when completed.

v. Click **Save**

vi. **Two tips:**

i. Click on the question marks to the right of the blue arrows to open the help file. Help file explains the intent of the elements of the organizational needs assessment.

ii. It is very hard to get the Organizational Needs Assessment to show needing anything less than a short T2 team. Be sure to document rationale for not managing fire at recommended level.

Validation tab

1. In comment box include information on:

   i. OK to proceed with managing for resource benefit or suppressing candidate lightning strike or modified suppression

   ii. Who gave preliminary OK to proceed with course of action and date

   iii. **GTP:** date that Fire Management Committee met and agreed to course of action

   iv. Short summary of relative risk assessment (ie low/moderate/high)

   v. Short summary of current and expected weather and fire behavior

   vi. Key safety concerns

   vii. Key resource concerns

   viii. Resource availability

2. Click **Yes** or **No**

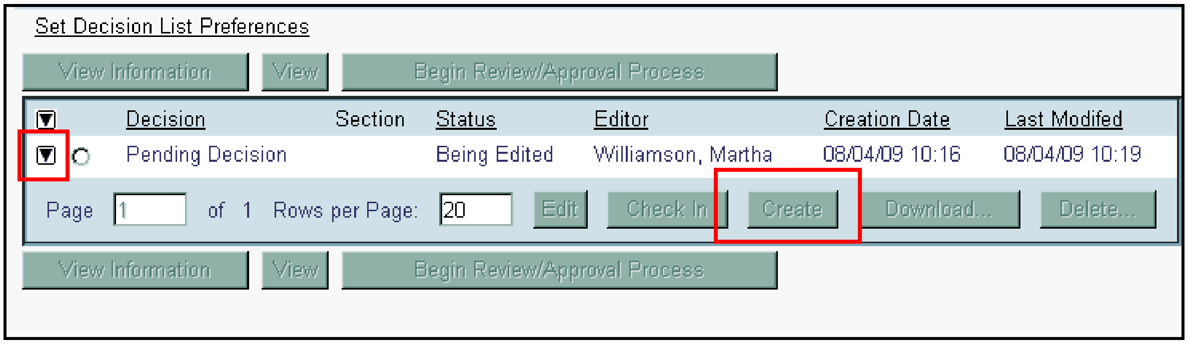
   i. Comment required if No – include information on resource availability, fire behavior, estimated costs

   ii. "No" will trigger need to make new decision.

   iii. You will have to click **Yes** one more time before requesting review/approval

Decisions tab

1. Click **Create** - to open new decision document for editing.



2. Click radio button next to “Pending Decision”

3. Click **View Information** to see

- Requirements that must be completed before a decision can be reviewed/approved
- Decision information (status, creator, editor)
- Decision reviewers and approvers
- Decision history
- Click **Return** to get back to main Decision screen

4. Click **Edit** to start editing information in decision document

i. If you only want to edit one part of the decision document at a time:

a. On the main **Decision** tab, click the black arrow to the left of “Pending Decision”

b. Click the radio button next to the part of the decision you want to edit – assessment, objectives, course of action, validation, rationale

c. Click **Edit**

See page 19 for illustration of the Decision editor

ii. Decision editor page opens

iii. In left-hand side table of contents, top part contains all the information that will show up in the approved (viewable by all) decision document and the bottom part is a ‘bin’ for all the information generated for the incident (ERC charts, saved map images or pictures, relative risk assessment charts etc)

iv. Information entered on other tabs in WFDSS gets pulled into the decision automatically

5. Tips for editing the decision document:

i. To add information beyond what gets pulled in automatically:

a. Click on “Content” under topic you want to edit (Assessment, Incident Information, Weather etc) in the decision window (top table of contents)

- **b.** Highlight the text that appears in the main editor window (will be the topic you're editing) and hit 'Enter'
- **c.** Cursor will appear and you can type in what you want
- **d.** Click the blue floppy disk button (top row, second from left) to **save**

ii. To create a weather archive:

- **a.** Only the most recent weather forecast gets pulled into the decision document
- **b.** To archive weather, start editing the decision document and click on **weather content** in the Decision Content window.
- **c.** Click floppy disk **Save** button

iii. To add images or maps uploaded to WFDSS:

- **a.** Navigate to the decision document section you want to add the image or map to in top table of contents window
- **b.** Click on "Content" under topic you want to edit (Assessment, Incident Information, Weather etc) in the decision window (top table of contents)
- **c.** Highlight the text that appears in the main editor window (will be the topic you're editing) and hit 'Enter'
- **d.** Navigate to the item you want to add in the bottom incident content window
- **e.** Click "Add WFDSS content" button
- **f.** Click the floppy disk **save** button

iv. Decision Rationale:

- a. Document why making this decision
- b. Document any social or political concerns
- c. **BTF**: Include the response to the five questions in the **Risk Decision Framework:**

- What alternatives (objectives, strategies and tactics) are being considered?
- What is the exposure to responders for the alternatives being considered?
- What is the relative (high, medium, low) probability of success associated with the alternatives being considered?
- Describe the alternative that provides for the best balance between the desired outcome and exposure to responders.
- What are the critical thresholds that will trigger reconsideration of the proposed alternative and how will they be monitored?

Good places to put information in the decision document:

Assessment section
- Current and expected fire behavior
- Fire behavior modeling results (add WFDSS content)

Weather section
- Spot weather forecasts (copy and paste)

ii. How to upload images:

a. Click **Menu** on left hand side or click **Information** tab to get Menu to show up

b. Click **Image Upload**

c. Enter name (label) and description

d. Select image type from drop down (determines which folder in Incident Content bin image gets stored in)

e. Browse to image

f. Click **Upload**

6. When you are done editing, return to **Decision tab**

7. Click **Check In**

8. Click **View Information** to make sure all requirements are met

9. Click **Begin Review/Approval Process**

10. Click **Continue** to confirm. You will not be able to make any changes until decision is approved!

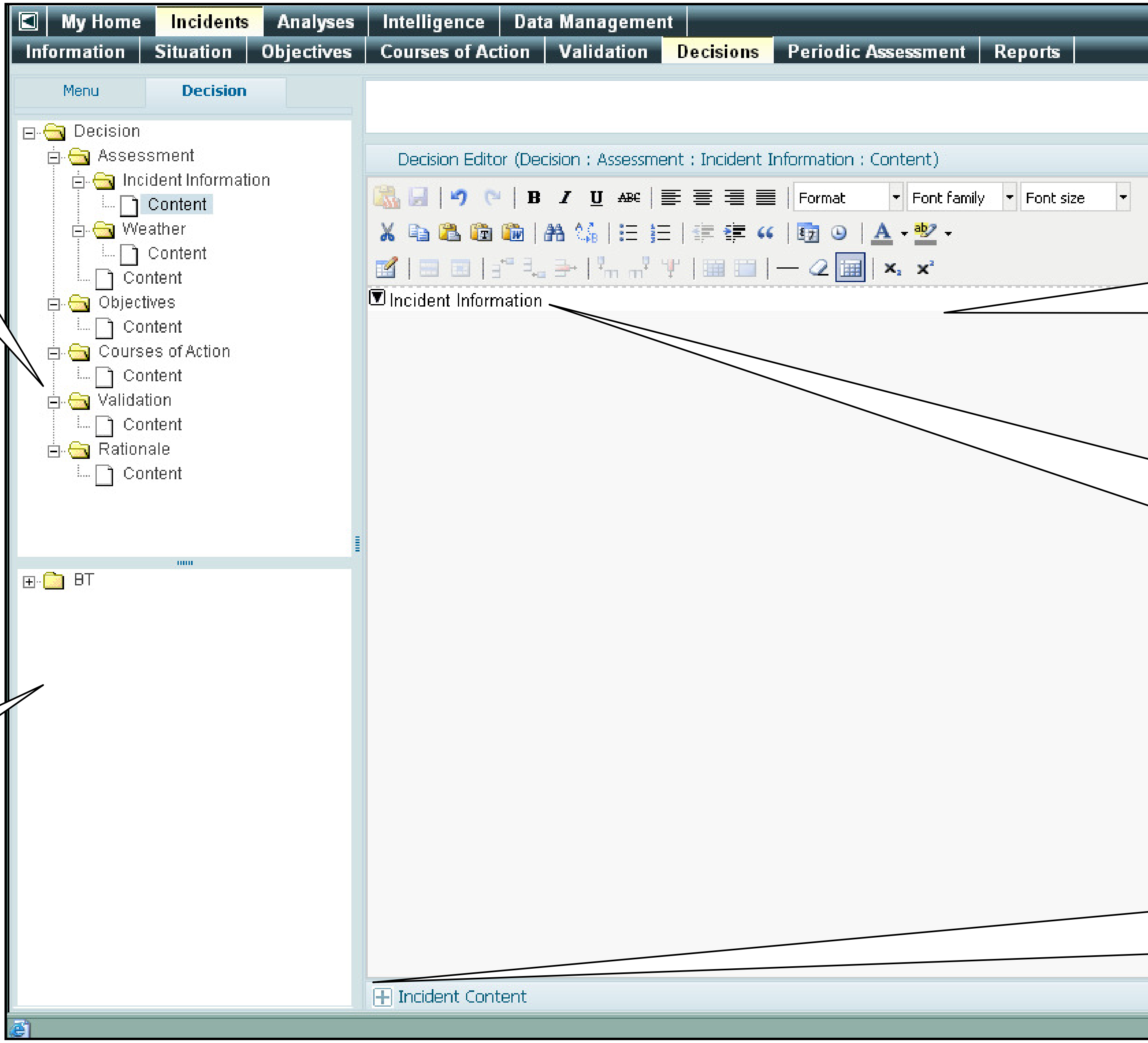
Decision approver role

1. Log in to WFDSS
2. Navigate to incident
3. Click **View Information**
4. Tab through and review Situation, Objectives, Course of Action, Validation, and Decision
5. On the **Decision** tab:
    i. Click radio button next to "Pending decision"
    ii. Click **Review/Approve Decision**
    iii. Decision table of contents appears on left, approver can look through decision document
    iv. Click **Approve Decision** (or **Reject Decision**)
    v. If approving decision, click **Publish Decision,** set periodic assessment frequency, check box to send email reminder if desired
6. To print document once approved:
    i. Click **Download**
    ii. Save zip file
    iii. Open Decisionxx.html
    iv. Set page to landscape before printing
    v. Images need to be printed separately
7. **Periodic Assessments**:
    i. Update assessment frequency if needed
    ii. Include rationale for continuing with current course of action or changing to a new one in the "Comment" box. Including a comment does not trigger need for a new decision
    iii. Click **Yes** or **No** to either confirm or reject that the current course of action is meeting the specified objectives. Clicking **No** will trigger the need for a new decision
    iv. Adjust relative risk rating if necessary. This does not trigger the need for a new decision

Decision Editor

Decision Content table of contents

Incident Content table of contents



Decision Content editor window

Highlight then hit 'Enter' to type in additional information

Incident Content viewer window- click "**+**" to expand and view content